

Employment Opportunity Posting

PAHMA Member: NDC Asset Management

Position: Property Manager

Available: Immediately

Location: Pittsburgh, PA

Job Description: The following attributes are desirable for job success: bookkeeping experience, ability to communicate effectively, safety conscious, preference for detail work, ability to work well under pressure, self-motivation and self-direction, ability to work with/without direct supervision and the ability to become a team leader.

EXPERIENCE IN AFFORDABLE AND TAX CREDIT HOUSING IS PREFERRED

Duties:

Personnel and Staffing

- Responsible for on-site employees, including but not limited to:
- Staff Training
- Directing/Delegating
- Supervision
- Annual Evaluations
- Payroll Reporting

Marketing

- Respond effectively to telephone inquiries to generate prospective resident visits to the property.
- Follow-up with prospective residents.
- Obtain lease information and complete lease applications. Conduct required credit and reference checks. Set up and maintain lease files.

Lease Administration

- Perform move-in inspections with new residents.
- Input daily activity on daily and vacancy reports.
- Frequently inspect buildings and grounds, record deficiencies, and take action to improve the general appearance of the property and its deferred maintenance needs.
- Analyze maintenance operations with a view to cost reduction.

- Obtain estimates for major repairs or improvements and submit same for review.
- Study ways to improve contracted services such as trash removal, air-conditioning, swimming pool maintenance, exterminating, laundry services, etc. Know, understand, and adhere to the approved annual budget for the property.

Accounting Policies and Procedures

- Collect, record, and deposit rental payments, application fees, security deposits, etc.
- Maintain account records and journals and make bank deposits.
- Help to prepare weekly and monthly reports as required.
- Help to prepare legal action for evictions, as necessary.
- Keep declining budget analysis in accordance with the company's procedures.
- Review monthly accounting statements prepared by the home office for accuracy.
- Analyze by line items between amounts budgeted and actual results.
- Prepare vacancy reports, monthly management reports, and any other report necessary to keep informed of activity on the property.

Supervisory Responsibilities

Responsible for the direct oversight and management of the property and staff. These responsibilities include being "on call" 24 hours with property cell phone, managing and delegating staff for maximum performance of their respective job functions.

Organizational Relationships

Supervises and schedules maintenance and on-site personnel. Works with Regional Property Manager, administrative division staff, staff members of other developments, outside vendors, and service providers.

Qualifications: Bachelor Degree preferred, Affordable Housing Experience preferred

Compensation: TBD

Benefits: Health Insurance, Dental Insurance, Vision Insurance, Retirement, Paid Time Off

Apply: Email – send resume to ppowers@ndcassetmanagement.com